

U.S. Army Hawaii (USARHAW)
Residential Communities Initiative (RCI)
Rules and Procedures for the Use of the Online Document Room

Users of the online USARHAW RCI Document Room must comply with the following rules and procedures:

1. The Document Room is available in electronic format on the Internet at the following address <http://dpw.schofield.army.mil/rcidocrm/>.
2. To gain access, a user name and password is required. To obtain these, users should fax a signed request letter on company letterhead to the RCI Office at (808) 438-5163. The letter should include the name of the company, address, a point of contact, phone and fax numbers, and e-mail address.

Additionally, users must sign this acknowledgement of the rules and procedures and fax it with the request letter. When the RCI Office receives the required documents, a user name will be faxed, and password e-mailed to the point of contact listed.

3. To maintain the integrity of the online Document Room, all users agree not to attempt to modify or delete any of its contents.
4. The contents of the Document Room may only be used by potential development partners who are authorized access for the purposes related to the RCI Projects. Distribution of the information provided in the Document Room to unauthorized parties is strictly prohibited.
5. Any questions regarding the RCI Program, the active solicitation, information on Hawaii, housing inventory, or the scope of the project should be submitted via the Department of the Army's main RCI website at <http://www.rci.army.mil/>.
6. Users of the online Document Room agree to abide by all regulations and rules stated in the Request for Qualifications under which the RCI Project is being awarded.
7. A digitized version of the Document Room is available on CD upon request. To obtain a CD, interested parties must fax a signed request letter on company letterhead to the RCI Office at (808) 438-5163. The letter should include the company's name, address, point of contact, phone and fax numbers, and email address. CDs will be mailed to interested parties.
8. To maintain the integrity of the CD, all users agree not to attempt to modify or delete any of its contents.

I, _____ (Print name), hereby
acknowledge that I have read and will comply with all of the above-stated rules and
procedures governing the use of the RCI Document Room.

Signature _____

Date _____